



## **AGENDA ITEM: 22**

**COUNCIL: 24 February 2016**

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**Report of: Interim Borough Solicitor**

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**SUBJECT: TIMETABLE OF MEETINGS 2016/17**

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Wards affected: Borough wide

### **1.0 PURPOSE OF THE REPORT**

1.1 To secure approval to the timetable of meetings for the Municipal Year 2016/17.

### **2.0 RECOMMENDATION**

2.1 That the timetable for the meetings for the 2016/17 Municipal Year, attached as an appendix to this report, be approved, subject to approval of the additional staffing requirement to provide public involvement in meetings, as detailed in paragraph 3 below and considered under a different item on this agenda as part of the budget setting process.

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### **3.0 BACKGROUND AND ISSUES**

3.1 It is important to establish a timetable of meetings to enable the work of the Council, its Committees and the Cabinet to operate effectively and to enable Members and Officers to plan work commitments/deadlines.

3.2 The attached timetable has been based on the timetable for the current year, with some changes to reflect issues arising during the year. This includes the decision of Council in December 2015 to commence some meetings 30 minutes earlier to allow for public involvement in meetings, which is subject to related additional staffing requirement being agreed as part of the budget process being considered under another item on the agenda. Should budget provision be not agreed start times for the following meetings will remain as follows:

- 7.30pm for meetings of Cabinet, Corporate & Environmental Overview & Scrutiny Committee and Executive Overview & Scrutiny Committee.
- 7.00pm for meetings of Audit & Governance Committee.

3.3 The timetable attempts to ensure good links between Cabinet and Overview & Scrutiny Committee meetings and also to ensure that meetings are held at the most suitable time (such as in late February for setting budgets etc). The regular frequency of Planning Committee meetings is also important to enable the Council to determine planning applications in accordance with statutory and other deadlines. Other meetings are scheduled to give an appropriate number of meetings to enable the work of the Council to be conducted.

#### **4.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY**

4.1 There are no significant sustainability/community strategy implications arising from this report.

#### **5.0 FINANCIAL AND RESOURCE IMPLICATIONS**

5.1 There are no significant financial/resource implications arising from this report, other than those referred to in paragraph 3.2 of the report and being considered under a different item on this agenda.

#### **6.0 RISK ASSESSMENT**

6.1 A timetable of scheduled meetings is important in enabling the Council to plan the conduct of its business, ensuring that decisions are made at the appropriate time to meet statutory requirements, such as setting the Council Tax.

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### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

### **Equality Impact Assessment**

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

### **Appendix**

Timetable of meetings 2016/17.